CA-PMM

Project Name: iLicensing (BreEZe)

OCIO Project #: 1110-107

Department: Department of Consumer Affairs

Reporting Period: *From:* 7/1/09 *To:* 7/31/09

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	On-going procurement delays due to bidder confusion regarding desired system functionality; Furlough added 44 calendar days delay.	Twenty-five (25) month delay to expected solution vendor contract award; planned resources increase to accommodate extended schedule.	Cancel RFP and re-issue (posted on BidSync on July 23rd); Create SPR for OCIO approval that reflects these changes.
2. Were any key milestones or deliverables rescheduled?	Yes	On-going procurement delays due to bidder confusion regarding desired system functionality; Furlough added 44 calendar days delay.	Twenty-five (25) month delay to expected solution vendor contract award; planned resources increase to accommodate extended schedule	Cancel RFP and re-issue; Create SPR for OCIO approval that reflects these changes.
3. Was work done that was not planned?	Yes	Multiple draft proposal reviews; RFP Cancellation and re-issue	See Above and #4 below.	Create SPR for OCIO approval that reflects these changes.

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4. Were there any changes to scope?	Yes	Simplified system requirements; Reduced the number of participating boards and bureaus.	The new RFP will still result in a system that satisfies the DCA's core business objectives as identified in the FSR.	Cancel RFP and re-issue; Create SPR for OCIO approval that reflects these changes.
5. Were tasks added that were not originally estimated?	Yes	See #3 & #4 above	See #3 & #4 above	Develop and issue new RFP; Add required RFP procurement Activities; Develop and submit SPR to OCIO;
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See #3 & #4 above	See #3 & #4 above	All downstream tasks delayed until contract award.
8. Are there any new major issues?	Yes	RFP Cancellation and re-issue	Schedule delays and planned resource increases	Create SPR for OCIO approval that reflects these changes.
9. Are there any staffing problems?	Yes	The project lacks full-time business subject matter experts	No immediate impact. Significant impacts expected during development if not addressed.	Additional project staffing will be included in SPR.

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	See Current Status above	See Current Status above
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See Current Status above	See Current Status above
3. Is there any unplanned work that needs to be done?	Yes	See Current Status above	See Current Status above
4. Are there any expected or recommended changes to scope?	Yes	See Current Status above	See Current Status above
5. Are there any tasks not originally estimated that will need to be added?	Yes	See Current Status above	See Current Status above
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See Current Status above	See Current Status above
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

The DCA received a significant number of Intents to Bid by the July 31 due date. This represents a significant increase in interest over the previous RFP release.

The DCA received numerous bidder questions on July 31. The majority of the questions received required only simple responses. The most challanging questions were related to defining interface development responsibilities and clarification of the required interface technology. The questions were all addressed and did not result in an addendum to the RFP, allowing the DCA to meet its current scheduled milestones.

Following release of DCA's bidder question responses on 8/18, bidder requests to change RFP requirements were due 8/20. The DCA received minimal requests for RFP changes and were able to turn out responses and an RFP addendum in one business day. The minimal quantity of requirement change requests, coupled with the numerous bidder intents to bid, leads the DCA to believe that a responsive and responsible proposal will be submitted by the October 5 final proposal due date.

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Project Manager to Sponsor

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	4/21/10	Delayed	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda; Initial RFP Cancellation and re-release; Additional 44 calendar days delay to account for the State mandated Furlough days. Impact: Twenty-five (25) month delay to expected solution vendor contract award; planned resource increases to accommodate extended schedule.	

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Project Manager to Sponsor

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances. Schedule, Milestones, and Deliverables project element Significant Variance's will be rebase lined upon submittal of the project's second SPR expected to be submitted in Summer 2009.
Milestones			✓	
Deliverables		✓		
Resources			✓	
OneTime Cost			✓	
Continuing Cost	✓			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	4/21/10	Delayed	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda; Initial RFP Cancellation and re-release; Additional 44 calendar days delay to account for the State mandated Furlough days. Impact: Twenty-five (25) month delay to expected solution vendor contract award; planned resource increases to accommodate extended schedule.	

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Sponsor to Executive Committee

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances. Schedule, Milestones, and Deliverables project element Significant Variance's will be rebase lined upon submittal of the project's second SPR expected to be submitted in Summer 2009.
Milestones			✓	
Deliverables		✓		
Resources			✓	
One Time Cost			✓	
Continuing Cost	✓			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0		Multiple delays increase customer doubt that solution will be implemented.
	Medium Degree of Buy-In	1	**1** Yellow	
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0		Proposed solution involves mainstream technologies.
	Medium Viability	1	**0** Green	
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0		Twenty-five (25) month schedule delay. SPR will address variance.
	5% to 10%	1	**2** Red	
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0		Cost-to-Date more than 10% above planned costs. SPR will address variance.
	5% to 10%	1	**2** Red	
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0		Project has 3 high-severity risks at this time.
	4 to 6	1	**0** Green	
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0		Project is resolving all issues within established timelines.
	Late with no impact	1	**0** Green	
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0		Project Sponsor is engaged.
	Partially engaged	1	**1** Yellow	
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0		Aligns with Department's Strategic Plan.
	Partial alignment	1	**0** Green	
	Weak or no alignment	2		

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9. Value-to-Business	Strong	0	**0**	Green	The system is critical to maintain existing service levels.
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	See Vendor Viability Rationale Below.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**	Red	Twenty-five (25) month schedule delay. SPR will address variance.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**2**	Red	Twenty-five (25) month schedule delay. SPR will address variance.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**2**	Red	Actual resource expenditures exceed planned resources due to schedule delays. SPR will address variance.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	Project has not utilized overtime.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	Team acts as cohesive unit and executes tasks according to plan.
	Moderately Effective	1			
	Ineffective	2			
	Total		**12**	**Y**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Recent procurement activities have demonstrated a significant increase in vendor participation over the previous RFP release. The DCA has received numerous vendor intents to bid (almost a threefold increase over the previous RFP release). Increased vendor competition should result in increased solution value to the State.